

# Career Opportunity Official Court Reporter

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.**

## **POSITION SUMMARY**

Applications are being accepted for the position of Official Court Reporter in the United States District Court for the Eastern District of Michigan. This position is located in Detroit, however some travel to divisional offices in Ann Arbor, Bay City, Flint and Port Huron may be required.

## **SALARY:**

**Level 1:** Starting salary (\$69,198)

**Level 2:** Starting salary plus 5% (\$72,658) - requires either longevity or merit certificate

**Level 3:** Starting salary plus 10% (\$76,117) - requires either realtime certification or longevity and merit certification

**Level 4:** Starting salary plus 15% (\$79,578) - requires either realtime certification and longevity or realtime and merit certification

**Level 5:** Starting salary plus 20% (\$83,038) - requires realtime certification, longevity and certification

- Longevity = ten years of service in the federal courts

- Merit certification = registered merit reporter certificate from the National Court Reporters Association (NCRA)

- Realtime certification = successful completion of a certified realtime examination by NCRA or equivalent exam

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:**

An official court reporter is responsible for the verbatim reporting of proceedings held before United States District Judges and Magistrate Judges and for the transcription of those proceedings upon request. The successful candidate must possess excellent organizational skills to permit the production of transcript within strict time limitations, work well under pressure, be willing to work as part of a team of reporters under the direction of the supervisor of court reporting services in fulfilling the needs of all judicial officers of the court and possess excellent communication skills. In addition, the candidate must possess tact, judgment, poise, initiative and maintain a professional appearance at all times.

## **QUALIFICATIONS**

An applicant for appointment as an official court reporter in a United States District Court must possess as a minimum requirement at least four years of prime court reporting experience in a court, or in the free-lance field of service, or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the NCRA or passed an equivalent qualifying examination. Realtime court reporting proficiency and/or certification is required. Special consideration would be extended to Registered Professional Reporters and reporters who possess a Certificate of Merit from the NCRA.

## **OTHER REQUIREMENTS**

Because reporters are called upon to serve all judicial officers, CAT software must be compatible with Bridge/Lawbridge and CaseView viewer/annotation programs.

Incumbent is responsible for purchasing office supplies, telephone service, office equipment including computer hardware and software, postage and delivery charges. Certified realtime reporters must provide wiring and data communications connections needed to provide realtime services to parties requesting realtime services. Transcript fees from transcripts sold to private parties are retained by the Official Court Reporter. Transcripts requested by the Court must be furnished free of charge.

## **Procedures For Applying**

To be assured consideration, individuals should apply for this position by submitting cover letter and resume to the address at the left, Attention: Human Resources Department, Room 848, by the close of business Friday, September 2, 2005. Only those applicants selected for interview will be contacted.

## **An Equal Opportunity Employer**

*All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable. Retention depends upon a favorable suitability determination.*

*All appointments also subject to mandatory electronic funds transfer*

***Announcement  
Number: 05-08***

***Date Posted:  
August 3, 2005***

***Closing Date:  
September 2, 2005***



U.S. District Court  
Eastern District of Michigan

Theodore Levin  
United States Courthouse  
231 West Lafayette Blvd.  
Detroit, MI 48226